



COUNCIL FOR  
**WATERSHED  
HEALTH**

## RESEARCH ASSOCIATE

Position is open until filled.

### ABOUT THE COUNCIL FOR WATERSHED

Council for Watershed Health (CWH) is a non-profit organization founded over 25 years ago by Dorothy Green to advance the health of our region's watersheds, rivers, streams and habitats both in natural areas and urban neighborhoods. We do this through research, education, and inclusive engagement.

### ABOUT THE POSITION

We're hiring a Research Associate who will manage and coordinate a variety of CWH research projects. CWH research projects focus on sustainable and regenerative landscape design, multi-benefit stormwater management projects, urban forestry and climate resiliency, nexus of water and energy, and technical assistance for underserved municipalities and community-based organizations, and other topics relevant to advancing our mission. As a Research Associate you will have knowledge of local and regional watershed health related issues and topics; skills to lead research projects, manage multiple projects simultaneously, and the ability to lead multi-disciplinary teams in a fast-paced work environment; and experience managing project contracts and related project budget. If you're well-rounded, a creative problem solver, and have the following competencies and experience, we encourage you to apply.

### PRIMARY RESPONSIBILITIES AND DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING

- Coordinate and implement research project tasks and deliverables in partnership with agencies and technical/advisory committee members, including scheduling and preparing meeting agendas and materials, coordinating logistics with project partners, meeting note taking, and tracking follow-up actions items.
- Complete literature reviews, case study analysis, data input, data analysis.
- Conduct interviews, co-facilitate meetings/workshops, focusing on generating data to inform research tasks and deliverables.
- Coordinate project activities and resources among multi-disciplinary project teams, including technical/advisory committees.
- Work analytically to ensure successful project completion.
- Generate research findings, summaries, reports, white papers.
- Track progress of research projects, provide status reports, advise on needed adjustments to scope, schedule, resources, budget, etc.
- Ensure high quality project deliverables are completed on time.
- Develop outcome-based strategies that resolve project issues and conflicts.
- Plan, develop, and, deliver time sensitive reports.
- Keep abreast of emerging policies, methods, and best practices.
- Assist in building collaborative relationships among CWH, research project partners, and participants.
- Identify and recommend opportunities to coordinate and integrate our research efforts with research being conducted by collaborators and potential partners.
- Lead, coordinate, develop grant applications and proposal responses to research project grants/call for proposals.
- Assist in determining priorities, objectives, and milestones that lead to successful achievement of research project goals.
- Contribute to the strategic direction and development of CWH's research portfolio, identifying priorities, funding levels, and collaborators.
- Assist in building collaborative relationships among CWH, research project partners, and participants.

## **OTHER DUTIES**

- Support grant applications, proposals.
- Mentor interns.
- Other duties as assigned.

## **COMPETENCIES, EXPERIENCE, AND SKILLS**

- Demonstrated writing and editing skills relevant to published technical reports, white papers, or peer reviewed journal articles.
- Experience managing projects related to climate resiliency, green infrastructure, nature-based solutions, Low Impact Development, biodiversity, stream restoration, urban and natural stream water quality monitoring, urban forestry, community outreach and/or capacity building, or other topics related to CWH's mission.
- Able to incorporate the multi-disciplinary nature of watershed issues, including social, political, and economic aspects, into CWH's research projects.
- Excellent interpersonal and networking skills; an adept communicator online and in-person.
- Facilitate small and large group dialogues.
- Self-starter with demonstrated ability to take initiative on project tasks.
- Excellent time management and organizational skills; an eye for detail; and ability to coordinate multiple deadlines simultaneously.
- Work well under pressure and is adaptive to a changing work environment.
- Able to prioritize competing priorities/tasks.
- Excellent organization and coordination skills.
- Ability to think critically and solve problems creatively.
- Facilitate collaboration and coordination among clients/partners, including representatives of agencies and diverse interested parties.
- Able to present and speak publicly and professionally to a variety of interested parties (elected officials, community representatives/members, professionals) and settings (conferences, policy hearings, neighborhood councils).
- Creative approach to challenges.
- Able to work both independently and as part of a multi-disciplined team.
- Proficiency using Microsoft Office Suite.
- Commitment to the mission, vision, and values of Council for Watershed Health.

## **PREFERRED QUALIFICATIONS**

- Experience managing multi-disciplinary project teams, grants (Federal, State, and/or local government), and consultant contracts.
- Bachelor's degree in Social Work/Sciences, Urban Planning and/or Policy, Landscape Architecture, English, Communications, Journalism, Environmental Science or related field from an accredited institution or equivalent work experience.
- Knowledge and experience working in the urban and natural systems of Southern California watersheds OR relevant experience.
- Experience completing grant applications and private funding proposals, including developing budgets.
- Experience tracking and managing project contracts, subcontracts, and their associated deliverables/budgets; generating and tracking invoices; and generating and submitting reports, deliverables, invoices.
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- Experience with GIS, Statistical software, Adobe Creative Suite.

## **POSITION TYPE, EXPECTED HOURS OF WORK, BENEFITS AND COMPENSATION**

- Full-time, 40-hour work week; evening and/or weekend work may be required.
- Salary range: \$70,000-\$80,000 per year.
- Benefits package includes:
  - Up to 20 days paid vacation leave per year, max. accrual 30 days
  - 11 paid holidays

- 10 days paid sick leave per year, max accrual 40 days
- 100% employer sponsored medical/dental/vision insurance (eligible 1<sup>st</sup> of the month following 30 consecutive days of employment)
- 403b retirement plan with employer contribution
- Regular team-building activities
- Professional development training opportunities

### PHYSICAL DEMANDS

- Communicates verbally in English with CWH Staff and the public in face-to-face and online settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- Regularly operates a computer and phone for communication.
- Operates office equipment such as computers, printers, copiers and projectors.
- Valid CA driver's license and/or the ability to travel throughout LA County to locations outside of the office.
- May be required to move/position supplies and materials of up to 25 Lb. Intermittently moves materials, shifts items up to 25 lbs. for brief to moderate durations of up to 5 minutes.
- Must be able to work outdoors occasionally in heat, direct sun, wind, rain, and cold.

### WORK LOCATION AND SUPERVISION

Main Office is in Pasadena, CA with access to offices throughout LA County. CWH staff is currently working remote with regular in-person meetings and events; this position requires regular meetings in-person throughout LA County. Reports to Executive Director; supervises assigned interns.

### HOW TO APPLY

Email cover letter, resume, three references, and samples from previous work that demonstrate writing long form (e.g. report, peer review journal article, etc.) and short form (e.g. blog or social media, etc.) to: Human Resources - [HR@watershedhealth.org](mailto:HR@watershedhealth.org) - Subject Line: Research Associate.

*CWH is an equal opportunity employer and committed to fostering an inclusive workplace.*

*All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, veteran, disability status, or any other bias prohibited by applicable law.*

*CWH strongly encourages people from underrepresented communities to apply.*

*CWH may modify/update this position announcement.*